

POLICE CHIEF
West Liberty, Iowa

West Liberty, Iowa, population 3,736 is seeking a strategic leader and effective relationship builder to serve as their next Police Chief. West Liberty is a stable and diverse community that has the advantage of all the resources of major metropolitan areas with less than half an hour's drive while living in a small community with lower cost of living. The classic downtown, community parks, neighborhoods, and recreation areas are set in the backdrop of wooded areas and farmland. West Liberty is in Muscatine County, just about 10 miles east of the Iowa City/Cedar Rapids, IA metropolitan area. The Police Chief has 5 direct reports. To learn more about West Liberty and the position profile, visit their website at <https://cityofwestlibertyia.org/>

The successful candidate will have experience with leading a police department, financial management, public relations, and be ethical, creative, responsive and a teambuilder. The next Police Chief shall be a skilled communicator with the public, mayor and council, staff, and public.

Education

- Bachelor's degree with coursework in political science, law enforcement, criminal justice public administration, police science, or related field
- Master's degree and completion of a Police Command School preferred

Experience

- Five (5) years of responsible City or County government operations and management experience.

Salary and benefits

- \$64,668 to \$83,688 annually, depending upon qualifications.
- Holidays, Vacation, and Personal Sick Leave
- Health Insurance, Dental coverage, Short-term Disability and Life Insurance available salary
- Retirement equal to City's share of IPERS at a rate of 9.44% of annual salary.
- 457 Plan Retirement equal to City's share of up to \$1,800 annually.

Car Allowance

- A vehicle may be provided or mileage reimbursement at IRS rate.
- Must obtain valid Iowa Driver's License

Cell Phone

- Cell phone provided or stipend is available to reimburse costs of monthly cellular phone.

Residency

- Residency within the twenty (20) miles of the city limits is required within six months of employment.

Additional Information

Confidential materials such as a cover letter, resume, salary history, and 5 professional references should be sent to:

Elizabeth Hansen, Midwest Municipal Consulting LLC

ehansen@cityofwestlibertyia.org

515-391-9816

Applications will be accepted until the position is filled with the first review on **April 16, 2021.**



Midwest Municipal Consulting

The City of
West
Liberty, Iowa
seeks a
strategic
leader and
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relationship
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serve as the
next ...



POLICE CHIEF

The Community

West Liberty, Iowa, population 3,736 is located in eastern Iowa, just 30 minutes east of Iowa City/Cedar Rapids and 60 minutes west of the Quad Cities. It has the advantage of all the resources of major metropolitan areas with less than half an hour's drive while living in a small community with lower cost of living.

The residents are a culturally diverse population from Latin America, South America, Asia, Europe, and Africa. Many families are fourth generation residents of the city. The Latino population is 54%, the first city in Iowa to have a majority Latino population. The school system is ranked #1 high school in the state according to US News & World Report 2018 Rankings. It features a Dual Language Program for K-12 student. More than 51% of the high school students speak both Spanish and English. Although diverse, the community sees itself as a small town where people care about one another.

The major industry is West Liberty Foods, a food service supplier, established in 1947, employing 800-850 people. Shaking Earth Digital, located in downtown, develops apps for mobile, tablet and desktop devices. They work all over the world. Liberty Communications, internet provider, is a Certified Gig-Capable Provider able to offer internet speeds up to a Gig using fiber network and broadband connections.

The sense of community pride and commitment is strongly shared among the city staff and business community. That sense of community is built upon a shared vision.





The Community, continued...

The community hosts several events that occur annually, including:

- The city's biggest event, the Muscatine County Fair is held every year in July.
- Summer Music in the Park is every Friday.
- The Children's Festival is held every year in September.
- In the months of April-August the West Liberty Raceway hosts races nearly every Saturday night.

Airport: West Liberty residents utilize several Regional Airports (Eastern Iowa, Southeast Iowa, and Dubuque) within an hour drive in and is only 40 miles from the Quad City International Airport, a hub providing four airlines serving to 11 major airports in the US.



Arts and Culture: The Eulenspiegel Puppet Center has been performing for over 40 years and has called West Liberty its home for many of those years. The New Strand Theatre is a historic opera building that has been hosting performance arts and movies in the community since 1910. The historical Rock Island Depot, built in 1897, now serves as a museum.

Churches: There are nine (9) churches in West Liberty.

Parks and Recreation:

West Liberty offers a wide variety of recreational opportunities in their nine (9) well-maintained parks, including a swimming pool with a waterslide, a skate park, multiple ball diamonds, soccer fields, frisbee golf, tennis, a walking trail and much more. West Liberty Golf & Country Club opened in 1959 and is a 9-hole course featuring 3,057 yards of golf from the longest tees for a par of 36.

Education:

The West Liberty Community School District (WLCS D) consists of elementary, middle, and high schools. Construction of a new high school was completed in 2004. A new middle school was opened in 2009 with a





Midwest Municipal Consulting



combination of new construction and extensive renovations of parts of the old high school. The school district serves over 1220 students with a student/teacher ratio of 11/1. West Liberty High School was ranked #1 in the state according to US News & World Report 2018 Rankings. The West Liberty Elementary, Middle School, and

High School are all International Spanish Academies (ISAs). The WLCSD Dual Language Program allows students to take all their classes in both Spanish and English, increasing their bilingual skills and their understanding of another culture through language immersion. Students enter the program in pre-kindergarten and parents make a commitment on behalf of their child and themselves to participate in the program through fifth grade.

Library:

The West Liberty Public Library building was constructed in 1904 with the help of a \$7500 grant from Andrew Carnegie. It is listed as a State Historical Building and has been renovated and expanded various times over the years. The library holds a host of activities throughout the year including summer reading programs, screenings of educational movies, toddler story times, a morning coffee book club, and much more.



Health Care:

In West Liberty, there are four (4) health and wellness options, including Chiropractic Care, Physical Therapy, and a mobile family clinic.

Public Safety:



Fire:

The West Liberty Volunteer Fire Department also provides ambulance service. There is one centrally located fire station in the community. The Department provides fire suppression to the residents of West Liberty as well as many other emergency services. The fire fighters are certified at the Fire Fighter II level. The fire department also is active in fire prevention activities. This includes the fire fighters providing fire

prevention education to all students in kindergarten, 2nd, and 6th grades.



Police:

The West Liberty Police Department is comprised of six (6) full time officers, several Part-time and Reserve Officers and recently ranked as the number 6 safest community in Iowa as reported by The SafeWise Report.



Governance and the Organization

The City of West Liberty's Council/Manager form of government is a system founded on the balance between the policy-setting functions of the five-member City Council, the Mayor, and the management expertise of an appointed City Manager. There are five (5) council members elected by City residents to serve for four-year overlapping terms. The mayor serves a two-year term. To assist the city council in their duties there are numerous commissions, committees, and task forces which operate to address needs and trends identified by city staff and the community. The City Council meetings are held every First and Third Tuesday of the month at 7:30 p.m. The Council meetings are located at City Hall in the Council Chambers at the 101 E Fourth St. entrance.

West Liberty is a full government service community, including administration, electric, police, fire, public works, solid waste, recycling, parks and recreation, library, water, and wastewater utilities.

The city's current tax rate is \$15.31415 per \$1,000 valuation and has a FY 19–20 general fund budget of approximately \$14.6 million, \$8.4 million in TIF, and \$17.3 million in GO, TIF and revenue debt service.

The city staff is relatively young. This is a result of retirements and turnover of staff members. The police chief needs to consider how to encourage quality employees to stay. Management styles are evolving toward greater employee involvement in determining how employees do their jobs. There is often more than one way to get the job done and allowing employees and supervisors the latitude to make decisions on how to meet the objectives, results in a higher level of job satisfaction and performance.

Leadership and Innovation Opportunities

The City of West Liberty held a goal setting work session in December 2019 and will likely conduct another session in December 2021. The next Police Chief will participate in the process and will be expected to assist the City Manager with the develop of long-term strategies that will help the city address the current projects and priorities.



The Position



The police chief is the chief executive officer for the police department and is the public relations contact person for the department. This means being open with news media about city operations, admitting when things do not go right and making sure it is known when the city does a good job. The police chief must understand the obligation to be involved in community organizations, if not a member of the organization, then be readily available to meet with those organizations to discuss city business. The police chief is a public figure, and these opportunities are very much part of the job.

Specific traits identified:

- Experienced in local government operations
- Good communication skills
- Clearly plans and programs
- Advocate for the objectives of the city
- Comfortable in a culturally diverse population
- Accepts responsibility
- Skilled in human relation issues
- Recognize employee accomplishments
- Capable using compromise to achieve goals
- Experience supervising officers
- Accept/evaluate new ideas with open mind
- Comfortable being a public figure
- Approachable in public
- Open in controversial situations
- Active in community events/organizations
- Holds employees accountable
- Using technology to operate more efficiently
- Understand budgets and how to manage

Education and Experience

Bachelor's degree with coursework in political science, law enforcement, criminal justice public administration, police science, or related field and a minimum of five (5) years of increasingly responsible experience managing municipal government operations and supervision comparable organizations. Master's degree and completion of a Police Command School preferred.

Compensation and Benefits

The salary range is \$64,668 to \$83,688 annually, depending on experience, IPERS and ICMA 457 retirement benefits, life and short-term disability, medical and dental insurance, and Holiday, Vacation, and sick leave benefits. A vehicle may be provided, or mileage reimbursement is available. A cellular phone may be provided, or a stipend is available to reimburse costs of monthly cellular phone usage. Residency within twenty minutes of the City Limits is required within six months of employment.

How to Apply

Submit your cover letter, resume, salary history and five work related references by April 16, 2021 to Midwest Municipal Consulting, LLC. at EHansen@cityofwestlibertyia.org. For more information, please contact Elizabeth Hansen by calling 515-391-9816.

Tentative Timeline

Applications will be accepted until	April 16
Screening/Written and/or Phone Interviews	April 30
Selection of Finalists	May 18
Background Checks	June 4
Interviews	June 9-10
New Chief Starts	July or August



The City of West Liberty is an Equal Opportunity Employer.



CITY OF WEST LIBERTY, IOWA

Police Chief

DATE: Adopted 12/20

CLASSIFICATION: Exempt **DEPARTMENT:** Police

JOB DESCRIPTION:

Summary/Objective

The Police Chief is responsible for the activities of the Police Department in law enforcement and crime prevention, assuring that law and order are maintained and that measures are implemented to prevent crime and protect life and property. The Police Chief leads the Administrative and Command Staffs. Duties include planning, directing and organizing the programs and activities of the Police Department; assuring enforcement of State laws and City Ordinances; formulating rules and regulations for the guidance and conduct of members of the Police Department; administering discipline as necessary. The Police Chief must maintain and exert managerial and leadership capabilities and prepare a detailed budget of proposed revenues and expenditures as directed by City Policy. The Police Chief must prepare and submit monthly reports of activities of the Police Department, as well as ensures certification compliance for all employees; and evaluate Department programs, initiatives, and program activities.

DISTINGUISHING CHARACTERISTICS:

The Police Chief is held accountable for the overall direction and operation of the Police Department. The Police Chief works under the supervision of the Mayor and City Council and reports to the City Manager.

ESSENTIAL FUNCTIONS:

- Plans, organizes, and directs the maintenance of law and order, the protection of life and property, the regulation of traffic, the apprehension, arrest, and detention of law violators, and maintains police records and the communications systems.
- Ensures that City policy is followed by police personnel with respect to public relations, enforcement of law and ordinances, confidentiality, traffic control and regulations, patrol and policing of public areas, regulations and inspection of police enforced licenses.
- Supervises staff in their assigned duties including scheduling work; prioritizing assignments; preparing payroll, attendance, and activity forms; monitoring work; conducting performance evaluations; and handling disciplinary actions and union grievances.
- Develops policies and coordinates department training; trains all department employees in policies and standard operating procedures; interprets policies and procedures; ensures that all employees are in compliance with state regulations for certification and fulfills reporting requirements for same.
- Evaluates programs and program activities, including implementing goal and objectives; evaluating operations; making improvements or changes; supervising crime prevention; police activities and coordinating activities with other departments and agencies.

- Assists the Mayor, Council, City Clerk, and all department heads in preparing the annual budget in the manner prescribed by law.
- Prepares and submits monthly reports of activities of the Police Department.
- Ensures all background investigations are completed.
- Prepares a budget of proposed revenues and expenditures for the following fiscal year and five-year Capital Improvement Plan; assist with monitoring and coding of expenses and gives preliminary approval to payment of departmental bills.
- Seeks grants opportunities. Oversees proper administration of all grants awarded to the department and ensures compliance with grant requirements.
- Participates in meetings, conferences, and training programs.
- Assists in union negotiations; interpret contract language; participates in the resolution of grievances.
- Meets with persons reporting incidents and making complaints to the Department; interviews witnesses and suspects to obtain statements and submit proper reports.
- Mediates and/or counsels persons in situations where these persons are in dispute or disagreement.
- Appears in court to present evidence and testimony.
- Arrests violators of the law in compliance with local, state, and federal regulations, ordinances, laws, and standard operating procedures.
- Handles public problems and complaints; field and investigate citizen complaints against the city, individual officers, or the department.
- Assists the Mayor/City Manager/City Clerk in the development of regulatory ordinances and laws regarding public safety.
- Attends staff meetings and other meetings as directed.
- Assists other City departments and other local organizations as needed.
- Plans for special events requiring police assistance.
- Encourages and promotes compliance with safety rules and the use of safety equipment.
- Performs other duties of a similar nature or level.
- Assigns any duties to any officer or employee to fulfill the needs of the department.
- Performs the duties of subordinate personnel when necessary.

QUALIFICATIONS:

- Knowledge of the Department position requirements and duties.
- Knowledge of managerial principles and techniques.
- Knowledge of state code and city ordinances, city and department policies and procedures, and the current bargaining agreement.
- Knowledge of patrol, investigative, and arrest procedures.
- Knowledge of computer hardware and software applications including Microsoft Office, Adobe applications, Google Email, Google Drive, Google Forms, and related programs.
- Knowledge of emergency operation planning.

SKILLS AND ABILITIES:

- Skills monitoring and assigning work to department personnel.
- Ability to report, write or edit articles for publication.
- Ability to prepare and deliver lectures.
- Ability to interview, counsel or advise people.

- Have interpersonal relationships that encourage openness, candor and trust, both internally and outside of the City of West Liberty, establishing and maintaining an effective working relationship with coworkers, supervisor, City Council, Mayor, the press and the general public.
- Have exceptional oral and written communication skills, communicating effectively, both orally and in writing, in a wide variety of situations with diverse individuals and groups.
- Have excellent time management and organizational skills. Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner. Performing duties efficiently and accurately to meet time sensitive deadlines.
- Ability to be innovative and creative in decision-making and problem resolution situations and in the performance of job duties.
- Understand and maintain confidentiality of all City and personnel information.
- Ability to schedule duty and training.
- Ability to inventory and order materials and supplies.
- Ability to obtain relevant Federal Emergency Management Agency (FEMA) and National Incident Management System (NIMS) certifications.
- Ability to perform cardiopulmonary resuscitation (CPR), properly use an automated external defibrillator (AED), and administer first aid.
- Skills using weapons and applying defense tactics.
- Ability to operate automobiles and all equipment including an AED, radar, and other devices such as computers and related software applications.
- Ability conducting investigations, interrogations, and working with informants.
- Ability to perform the duties of subordinate personnel.
- Ability to direct officers, detectives, and investigators at crime or incident scenes.
- Ability to gather, preserve, handle and document evidence and crime scene photographs.
- Ability to train, coach, supervise, and motivate employees.
- Ability to represent the City of West Liberty in a professional and positive manner.

TRAINING AND EXPERIENCE REQUIREMENTS:

Education:	Graduation from High School or equivalent G.E.D. and bachelor's degree majoring in police science, law enforcement, criminal justice, public administration, political science, or related field.
Experience:	At least five years of increased management and supervision responsibility in law enforcement.
Preferred Education/Training:	Master's Degree majoring in law enforcement, criminal justice, public administration, political science, or related field. Completion of a Police Command School.

LICENSING REQUIREMENTS:

- Iowa Law Enforcement Certification as a Peace Officer.
- Possess and maintain an Iowa Peace Officer Permit to Carry Weapons.
- Cardio Pulmonary Resuscitation Certification.
- Valid Iowa Driver's License.

ESSENTIAL PHYSICAL ABILITIES:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.

The Police Chief may be subjected to personal injury, physical violence, fumes, odors, dusts, poor ventilation, blood, body fluids, extreme temperatures, inadequate lighting, workspace restrictions, intense noises, and travel. Duties may be hazardous and life threatening. May be exposed to extreme temperatures, long hours, and weekend and holiday duties.

Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Position also requires office-type work while completing reports, reviewing reports, and completing other administrative work.

SUPERVISORY RESPONSIBILITY:

The Police Chief manages all employees of the Police Department; position is responsible for performance management and facilitation of hiring of employees within those departments.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position. General days and hours of work are Monday through Friday 8:00 a.m. to 5:00 p.m.; however, days and hours vary and are dependent on the needs of the department. Some holidays will be worked.

DISCLAIMER:

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The City reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of West Liberty employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of West Liberty is to be considered "at-will".

SIGNATURES:

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____